



HO-CHUNK NATION

DEPARTMENT OF PERSONNEL

HO-CHUNK PREFERENCE

POSITION: FAMILY NURSE PRACTITIONER/NURSING
SUPERVISOR (NURSE 2)

DEPARTMENT: HEALTH & SOCIAL SERVICES

SALARY: GRADE LEVEL 25

SUPERVISOR: SEE ORGANIZATIONAL CHART

SUMMARY: Works cooperatively as part of a multidisciplinary team in a family practice clinic setting providing holistic care to Native Americans, employees of the Ho-Chunk Nation, and non-Native family members who have comprehensive health insurance. The nurse practitioner evaluates and treats medial and minor surgical and emergency problems, through assessment, ordering and interpreting specific diagnostic tests using the guidance of a collaborating physician as needed.

DUTIES & RESPONSIBILITIES:

1. Assess patient of any age presenting for health care and obtains a personal medical, family and social history; appropriate physical examination; and complete record.
2. Orders, interprets and evaluates diagnostic tests to identify and assess patient's clinical problems and health care needs.
3. Identifies and manages specific illnesses. Schedule consultations, special tests and studies.
4. Works in collaboration with the physician in management of selected complex medical problems.
5. Provides emergency care in life threatening situations.
6. Promotes holistic health activities.
7. Provides health maintenance examinations (i.e. women, children, school, employment and Green Thumb).
8. Manages family planning, contraceptive methods, hormone therapy and women health issues.
9. Counsel patients and family members in health education, promotion, disease prevention, treatment plans and medications.
10. Recognizes limitations and the need to discuss case with physician and other health professionals to prepare comprehensive patient health care plan.
11. Document all patient services in the medical record in conformity with established record format.
12. Provide consultation and coordination to other health staff in both clinical and community health care services.
13. Works with nursing staff to establish protocols for management of acute and chronic illness, health promotion and maintenance of the adult patient, women and children health care; review and revise annually, in collaboration with the physician.
14. Supervise and coordinate with designated staff in order to actualize performance of duties relevant to their scope of work.
15. Delegate duties to allied staff as appropriate for education and expertise.
16. Assists in development and implementation of in-service educational programs and follow-up to evaluate effectiveness of the programs to determine the need for revision of methods and materials.
17. Attends meetings as directed by supervisor.
18. Is involved in continuing education to maintain certifications.
19. Foster teamwork with nursing and medical staff and ancillary personnel.
20. Perform other lawful duties as assigned by supervisor.

REQUIRED SKILLS & ABILITIES:

1. Possess emotional stability to deal with emergencies and stresses.
2. Ability to communicate and work well with others, work independently and demonstrated capacity to train others.
3. Possess basic computer skills.
4. Must be able to prioritize work and multitask.
5. Promote a healthy, non-abusive lifestyle.
6. Possess pleasant phone etiquette.
7. Remains composed and helpful when working with dissatisfied patients and staff.
8. Must be able to resolve problems, handle conflicts, and make effective decisions under pressure.

9. Must be able to gain new skills and knowledge necessary for performance of job duties.
10. Willingness to be flexible in the assumption of position responsibilities.
11. Competent in Universal precautions.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. Nurse Practitioner, certified from an accredited governing body, family practice preferred. Will accept certified Nurse Practitioner in ob-gyn, Pediatrics or Geriatrics, if expertise is appropriate.
2. Current valid Registered Nurse license for the State of Wisconsin. Current valid certification as Nurse Practitioner from accrediting body. Previous supervisory experience in clinical setting.
3. Possess or be eligible to obtain a State of Wisconsin Advance Practice Nurse Prescriber number within four (4) months.
4. Possess or be eligible to possess a controlled substance registration certificate from the Drug Enforcement Agency.
5. Possess or obtains and maintains current BLS and ACLS certification.
6. Possess a Valid driver's license, dependable transportation and proper insurance.

WORKING CONIDITIONS:

1. Hours of work 8:00 a.m. – 4:30 p.m. Hours may change depending on clinic need.
2. Exposure to disagreeable odors, diseases, and bodily fluids. Exposure to the chemical compounds of medications and treatments. Exposure to hazardous chemicals such as disinfectants, cleansers, soaps etc. Exposure to latex, plastic and other materials used for personal protective equipments. Occasional exposure to bodily injuries and to unpredictable behaviors by patients.

"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment."

All employees will be subject to the drug and controlled substance abuse testing.

EEO: 2

EXEMPT

FLEX

Funding Source: NPD/Indian Health Service

Approved by IPC: 02.17.95 PC: 05.14.97 PBOD: 08.06.02/12.21.04 Admin. 05.08.08/09.11.08

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